Accelerated SAP		BUSINESS PROCESS PROCEDURE		
State of Utah	Organization/Area: Title:	Payroll Department Leave Payout and Paydown Report		
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Rep orts - Leave Payout and Paydown Report.doc	Release:	R/3 4.6C	
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 03/14/2003 Revised: 03/25/2003	

Overview

Trigger:

Agency payroll people need to identify employees with leave payouts or paydowns.

Business Process Procedure Overview

When an employee terminates, retires, or transfers to another agency, leave is paid out. Employees may also have certain types of leave paid down. This data can be viewed using the Payout and Paydown Report or the Display HR Master Data Screen. This report lists the payouts or paydowns that are manually entered by State Payroll. System generated paydowns can be viewed on the Time Summary or Payroll Results Edit reports.

Procedural Steps

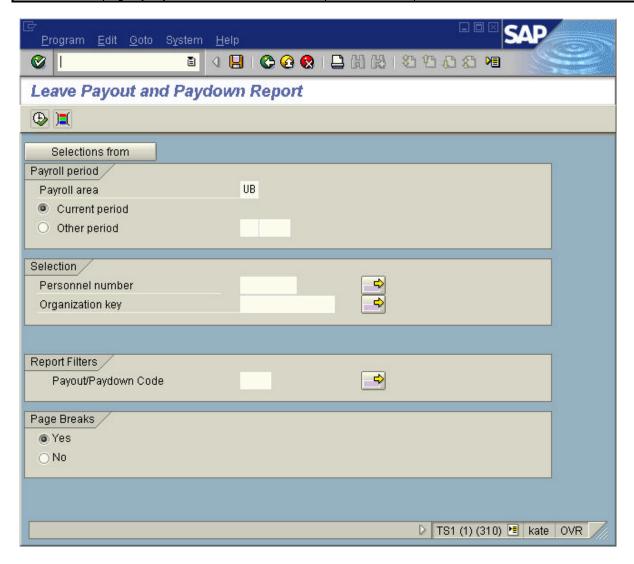
1.1. Access transaction by:

Via Menus	Time Entry Operator > Reports Other > Leave Payout and Paydown Report
Via Transaction Code	Z_LEAVE_PAYOUT
Via Favorites Menu	Leave Payout and Paydown Report

Double click on Leave Payout and Paydown Report and the following screen will appear:

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Input – Required Fields	Field Value	
Payroll area	UB	
Payroll period	Current period or Other period	
Personnel number	Employee Identification Number of the employee or employee's	
Organization key	Agency, Low Org, and Distribution Code	
Payout/Paydown Code	Codes that identify the type of leave being paid	
Page Breaks	Yes or No	

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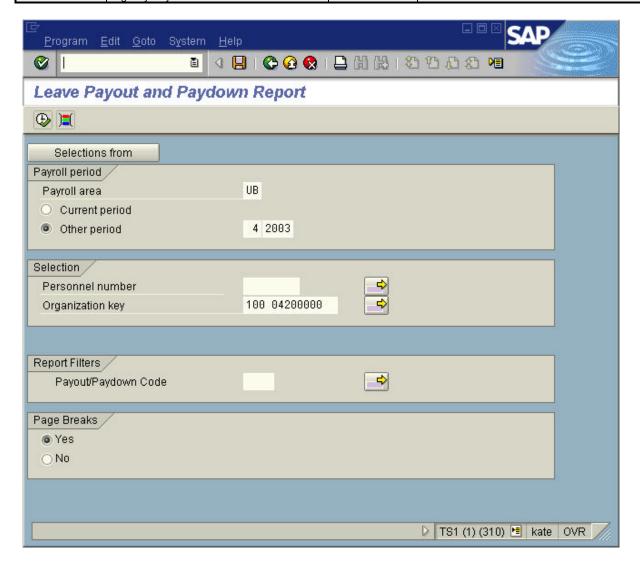
- **1.2** Specify the pay period for the Leave Payout and Paydown Report. The screen has the selection of current period or other period.
 - Current period
 - > Use this option during the week of payday.
 - Other period
 - ➤ Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered.

This report can be run for a prior pay period. It will display anything that has an effective date within the pay period requested.

- 1.3 The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.
- 1.4 The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 org 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and distribution code 0000.

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1.5 The "Payout/Paydown Code" field may be used to view only certain types of codes. If nothing is input all of the codes are displayed for the requested employees. Enter multiple codes by clicking on the arrow box to the right of the "Payout/Paydown Code" field. A box appears that allows entry of multiple individual codes or a range of codes. Each code is listed below with a brief description.

AP Annual Leave Pay Out CD Comp Time Paydown CP Comp Time Pay Out XD Excess Paydown

SP Sick Leave Pay Out

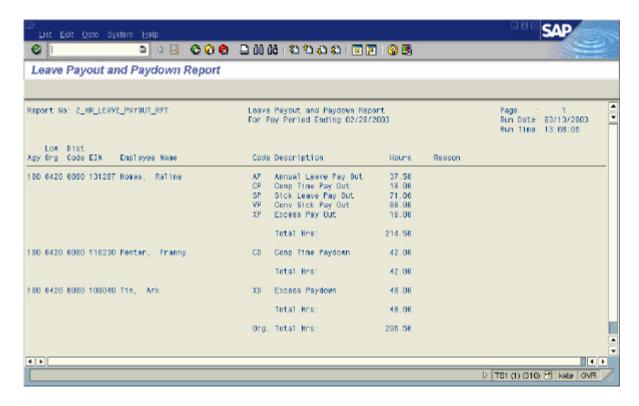
VP Converted Sick Leave Pay Out

XP Excess Pay Out

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- 1.6 The "Page Breaks" buttons create a page break after each org change or not create any page breaks. The default is Yes, create page breaks.
- 1.7 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.



1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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